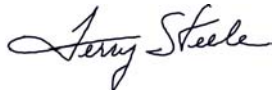


Transportation Security Administration  
Office of Human Resources Management  
Washington, DC 20590

Date: October 9, 2002

**SUBJECT: Interim Policy on General Restrictions on Employee Movement After First Appointment to a Transportation Security Administration Position**

A handwritten signature in cursive script, reading "Terry Steele".

**FROM: Terry Steele**  
**Director, HR Policy Management**  
**Office of Human Resources Management**

Attached please find our revised interim policy on General Restrictions on Employee Movement After First Appointment to a Transportation Security Administration Position. The revision clarifies that it is the gaining organization's responsibility to coordinate the request with the losing organization.

If you have any questions concerning this policy, please contact Jan Karicher at (571-227-2828).



**US DEPARTMENT OF TRANSPORTATION  
TRANSPORTATION SECURITY ADMINISTRATION**

**HUMAN RESOURCE MANAGEMENT POLICY MANUAL**

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**HRM LETTER NO. 300-3A**

**DATE: October 9, 2002**

**SUBJECT: Revised Interim HR Policy on General Restrictions on Employee Movement After First Appointment to a Transportation Security Administration (TSA) Position**

**1. General**

As a general rule, an employee may not be promoted or reassigned to the same or different line of work, or to a different geographical area for the first ninety (90) days of the employee's first appointment to a TSA position.

**2. Exceptions to General Restrictions on Employee Movement after First Appointment to a TSA Position**

Exceptions to the general restrictions on employee movement will be considered on a case-by-case basis. Exceptions may be granted where it is determined to be in the best interests of TSA, i.e., staffing shortages, unique skills or needs of an organization, bona fide occupational qualification, etc. Approved exceptions may result in relocation expenses being incurred by the gaining office, if the move meets all established criteria for PCS/relocation payments.

**3. Requests for Exceptions**

It is the responsibility of the gaining organization to coordinate the preparation of a request for exception with the losing organization prior to submission of the request.

Requests for exceptions must be submitted in writing to the appropriate Associate Under Secretary, or his/her designee, of the gaining organization. If the request is for a promotion or reassignment across program lines, the losing Associate Under Secretary or his/her designee must concur with the request. Each request shall include:

- a. The employee's name;
- b. The employee's current position title, series, pay band and duty location;
- c. The employee's proposed position title, series, pay band and duty location; and
- d. A statement describing how the promotion or reassignment is in the best interest of TSA.

After specifics regarding the move have been agreed upon by both the gaining and losing organizations, the request should be submitted to the gaining office's servicing Human Resources Representative for review. He/she will forward it to the gaining Associate Under Secretary or his/her designee for approval. If approved, the gaining manager should submit an SF-52 along with the approved request to the appropriate servicing Human Resources Management Office for processing.



Robert W. Gardner  
Associate Under Secretary for  
Finance and Administration

Attachment

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**Filing Instructions:** File with HRM 300 Letters, Bulletins and Guidance

**Distribution:** TSA affiliated HR Offices, Associate Under Secretaries, Office Directors

**POC:** TSAHR/Jan Karicher/ 557-227-2828

**REQUEST FOR EXCEPTION TO RESTRICTION ON EMPLOYEE MOVEMENT  
AFTER FIRST APPOINTMENT TO A TSA POSITION**

**Exceptions to the general restrictions on employee movement after first appointment to a TSA position will be considered on a case-by-case basis. Exceptions will be granted where it is determined to be in the best interests of TSA, i.e., staffing shortages, unique skills or needs of an organization, bona fide occupational qualification, etc. Where a geographic move is involved the gaining organization will pay relocation costs if applicable.**

Name:

Current Position Title, Series, Pay Band and Geographic Location:

Proposed Position Title, Series, Pay Band and Geographic Location:

Describe how the proposed action is in the best interests of TSA:

\_\_\_\_\_  
Requesting Official                      Date

\_\_\_\_\_  
Losing Program Official  
(If actions moves employee across  
program lines.)

\_\_\_\_\_  
Human Resource Representative Review

\_\_\_\_\_  
Date

☐ Approved

☐ Disapproved

\_\_\_\_\_  
Associate Under Secretary or Designee

\_\_\_\_\_  
Date